



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 29, 2021

OFFICE MEMORANDUM

No. **000346** s. 2021

To: Regional Office Division Chiefs
Section/Unit Heads
Bids and Awards Committee

SUBMISSION OF REQUIREMENTS FOR THE PNPKI DIGITAL CERTIFICATE

1. In relation to OUA MEMO 00-0721-129 and 00-0721-169, the following personnel and/or committee members are requested to submit the requirements for the Philippine National Public Key Infrastructure (PNPKI) digital certificate:
 - a. Division Chiefs
 - b. Section and Unit Heads
 - c. Bids and Awards Committee and/or signatories of procurement-related documents
2. The above-mentioned personnel shall submit **(A)** the accomplished application form, which can be downloaded at <http://bit.ly/Deped-PNPKI> with filename *PNPKI-Individual-Certificate-Application-Form-fillable-v2.6.2.pdf*, and **(B)** a big sample of their signature on a piece of white paper, using a black permanent marker or any writing instrument with a broad & continuous even ink flow.
3. Requirement A shall be submitted via email to eva.rosales002@deped.gov.ph while requirement B shall be submitted to Mr. Jim Albert A. Lagado.
4. Attached are the above-stated memo for further reference.
5. Immediate dissemination and compliance of this memorandum are desired.

Encl: a/s

ORD-ICTU-JAL


DEPARTMENT OF EDUCATION
RECORDS SECTION
MA. GEMMA MERCADO LEDESMA
Regional Director

1:10 pm
7/30/2021





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OUA MEMO 00-0721-0129
MEMORANDUM
16 July 2021

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Region and Division Information Technology Officers
Region and Division Personnel Officers
Public School Heads
All Others Concerned

Subject: **APPLICATION OF FIELD OFFICES AND SCHOOL**
PERSONNEL FOR PNPKI DIGITAL SIGNATURE

The Department of Education (DepEd) through the Bureau of Human Resources and Organizational Development (BHROD) and the Information and Communications Technology Service (ICTS), in partnership with the Department of Information and Communications Technology (DICT), has started processing applications for the Philippine National Public Key Infrastructure (PNPKI) Digital Signature.

“Public Key Infrastructure (PKI) allows users of public networks like the Internet to exchange private data securely. PKI is essentially a set of hardware, software, policies, personnel, and procedures needed to create, manage, distribute, use, store and revoke digital certificates. The PKI is one of the core services being offered by the Department of Information and Communications Technology (DICT) that will foster trust in the government by ensuring secure and reliable online transactions.” (Source: <https://dict.gov.ph/pnpki/>)

At the outset, this initiative is expected to

1. support business as usual without sacrificing the safety of signatories and employees routing physical documents;
2. foster trust between offices by ensuring secure and reliable online transactions;
3. successfully integrate the use of digital signatures in the process flow and vastly increase acceptance on the integrity of official documents within and outside the Department; and
4. prevent the transmission of COVID-19 on widely used official documents.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Normally, government employees are instructed to apply individually and produce the needed requirements. However, due to the huge number of DepEd personnel, DICT has granted processing of applications through bulk registration. While waiting for updates on the request to waive all the needed requirements, **all DepEd personnel are advised to fill-out the application form.**

Currently, DepEd is processing the application of the Management Committee (MANCOM) members, Central Office personnel with procurement-related roles and DepEd PNPKI Secretariat.

To expedite the process in the field, **especially for those who will serve in the 2022 National and Local Elections**, the following activities will be conducted:

1. Virtual orientation and demonstration on the use of the **Learning Management System (LMS)**
2. Asynchronous (or self-paced) virtual orientation and **submission of PNPKI requirements through the LMS**

Note: Both activities will run from **29 July to 25 August 2021**. More details will be provided in a separate Memorandum.

The **Regional Information Technology (IT) Officers** are hereby designated as the **Regional PNPKI Focal Persons**, while **Division IT Officers** shall be the **Division PNPKI Team Leads**, effective immediately. **Regional and Division Personnel Officers** will also form part of the **PNPKI Team**. The responsibilities and duties of the PNPKI Team will be issued in a separate Memorandum.

The DepEd PNPKI Resources such as forms, guides and samples are already available at <http://bit.ly/Deped-PNPKI>. The content on this link including the process flow and other materials will be regularly updated before the start of activities.

For more information, questions and concerns on this subject, kindly contact Ms. Niña Rica Bernas, Technical Assistant II of the ICTS – User Support Division (USD), through Microsoft Teams or email at support.pnpki@deped.gov.ph

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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OUA MEMO 00-0721-0169
MEMORANDUM
26 July 2021

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Region and Division IT Officers
Region and Division Personnel Officers
School Heads
All Others Concerned

Subject: **ADDENDUM TO THE MEMORANDUM ON THE APPLICATION**
OF FIELD OFFICES AND SCHOOL PERSONNEL FOR
PNPKI DIGITAL CERTIFICATES

The Commission on Election's (COMELEC) *Policy Guidelines on the Implementation of Digital Certificate for the 2022 National and Local Elections and Bangsamoro Autonomous Region of Muslim Mindanao Elections* requires the use of digital signatures for personnel who will serve in the May 2022 National and Local Elections to ensure transparency and credibility.

In relation to this, the Office of the Undersecretary for Administration (OUA) releases this addendum to OUA Memo 00-0721-0129 *Application of field offices and school personnel for PNPKI digital signature* released on 16 July 2021.

The Department of Information and Communications Technology (DICT) has extended their full support by allowing DepEd to process the application for digital certificates through bulk registration and has waived the submission of requirements that are otherwise too taxing to provide, considering that DepEd personnel who will serve in the election **must have digital certificates on or before the 30th of September 2021**.

For the prioritization list in the processing of applications and composition of the PNPKI Team, please refer to **Annex A**.

For the steps and details on the application process, refer to **Annex B**.



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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In relation to the application process, the following asynchronous (or self-paced) virtual orientations and demonstration activities will be conducted:

1. The use of the **Learning Management System (LMS)**.
2. **Submission** of PNPKI requirements **through the LMS**.

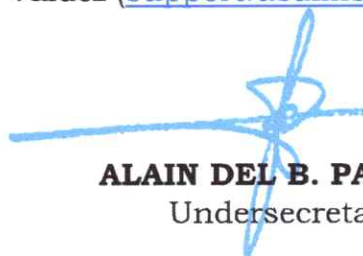
Note: Both activities will run from **29 July to 25 August 2021**.

DepEd PNPKI Resources such as forms, guides, and samples are already available through this link: <http://bit.ly/Deped-PNPKI>. Contents of this resource, including process flows and other materials, will be regularly updated.

For any questions and concerns, please contact the following personnel through email or chat via MS Teams:

- PNPKI concerns – Ms. Niña Rica Bernas (support.pnpki@deped.gov.ph)
- LMS concerns – Mr. Winifredo Valdez (support.usdlms@deped.gov.ph)

For immediate compliance.


ALAIN DEL B. PASCUA
Undersecretary



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Annex A

PRIORITIZATION OF DEPED PERSONNEL FOR PNPKI DIGITAL CERTIFICATE APPLICATION

1. Prioritization

DepEd personnel who are currently or will be involved in the following shall be prioritized:

- The 2022 National and Local Elections
 - COMELEC stated that DepEd personnel who will serve in the 2022 elections should have the PNPKI-digital certificate by September 2021.
- Signatories of procurement-related activities
 - Head of the Procuring Entity;
 - Bids and Awards Committee Member;
 - Technical Working Groups;
 - BAC Secretariat; and
 - End-users/Implementing Units.
- Members of the DepEd PNPKI Team in all governance levels.
- Other activities that require immediate use of PNPKI-certified digital certificate.

2. Regional PNPKI Team (i.e., PNPKI Focal Person, etc.)

Regional offices will have the flexibility to arrange the schedules when their respective SDOs may access the portal.

The composition of the Regional and Division PNPKI Teams are as follows:

a. Regional Directors

- Responsibilities
 - Oversee the activities, status of submissions, and other related activities.
 - Provide the support needed by the PNPKI Teams to reach at least 90% of the personnel in the priority list and at least 75% of personnel in the region with PNPKI digital certificate by September 2021.

b. Regional Information Technology Officers (RITOs)

- Officially designated as **PNPKI Focal Person and Team Leader of Regional PNPKI Team** effective immediately.
- RITOs are instructed to update and submit the following information through email to Mr. Hubert Cordial at hubert.cordial@deped.gov.ph **on or before 23 July 2021:**



- Complete Name, Position, DepEd email address, and contact number/s.
 - Responsibilities
 - In-charge of ensuring that all identified entities in this memorandum will be oriented to apply for their PNPKI-certified digital certificate.
 - Setup and manage Regional LMS servers.
 - Coordinate with the PNPKI Cluster Team Office assigned in their respective regions.
 - May opt to add member/s to the Regional PNPKI Team as needed.
 - Report to DepEd Central Office via **support.pnpki@deped.gov.ph** the status of the number of applications submitted thru the LMS.
 - Assist in resolving issues and concerns in relation to the activity.
- c. **Regional Administrative Officer Personnel**
- Officially designated as **Regional PNPKI Team members** effective immediately.
 - Responsibilities:
 - Support and assist the **Regional Focal Person** in the execution of responsibilities.
 - Support and assist the **Regional PNPKI Team** in the scheduling of the personnel within the Regional Office.
 - Assist in resolving issues and concerns in relation to the activity.
- d. **Division Information Technology Officers (DITOs)**
- Officially designated as **Regional PNPKI Team member** and **Division PNPKI Team Lead** effective immediately.
 - Responsibilities
 - Assist the **Regional PNPKI Team** in coordinating and ensuring the cooperation of the whole division in achieving the objectives of the activity.
 - Coordinate and assist the **Regional PNPKI Team** in finalizing LMS training schedules for their respective division.
 - May opt to add member/s to the **Division PNPKI Team** as needed.
 - Coordinate and assist the applicants on how to fill-out the application form and other requirements.
 - Assist in resolving issues and concerns in relation to the activity.



e. **Division Administrative Officer Personnel**

- Officially designated as Division PNPKI Team members effective immediately.
- Responsibilities:
 - Support and assist the **Division PNPKI Team Lead** in the execution of responsibilities.
 - Support and assist the **Division PNPKI Team** in the scheduling of the personnel within the Regional Office.
 - Assist in resolving issues and concerns in relation to the activity.

3. Data Privacy

- To protect the handling of personal information that will be used in this endeavor, only those recognized DepEd personnel will be able to transact with PNPKI offices and personnel.
- It is the responsibility of the members of the Regional and Division PNPKI Teams to **secure** the submitted requirements of all applicants in compliance with the Data Privacy Act.



Annex B

STEPS IN BULK APPLICATION FOR PNPKI DIGITAL CERTIFICATE

This is for DepEd Field Office personnel who will apply through bulk application done thru the DepEd Learning Management System (LMS.)

Steps in applying for the PNPKI digital certificate:

1. Preparatory activities prior to applying for the PNPKI digital certificate are as follows:
 - a. Secure a soft copy of clear and decent passport-sized ID picture
 - 4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches.
 - Picture should show the whole head up to the shoulders.
 - Clear (not blurred) and high-resolution picture (min. of 600 dpi)
 - When taking the picture using a smartphone, ensure that the resolution is set at the highest setting and with ample lighting.
 - Image should be in either JPG or PNG format.
 - Taken within the last six (6) months
 - Stretched images will not be considered
 - b. Secure soft copy of electronic signature
 - Using a black permanent marker or any writing instrument with a broad and continuous even ink flow, write a big sample of your signature on a piece of white paper.
 - Ensure that the sample signature is very clear and matches your official signature.
 - After making the sample signature, have it scanned in high resolution (minimum of 600 dpi) and saved in JPG or PNG format.
 - c. Download the free Adobe Acrobat Reader DC
 - To download the free Adobe Acrobat Reader DC, go to this site: <https://get.adobe.com/reader/?promoid=KSWLH>
 - Before downloading the free Adobe Acrobat Reader DC application, make sure that all checkboxes in the “Optional Offers” section are clear or unchecked to avoid ads.
 - Next, click “Download Acrobat Reader” and follow instructions until the application is installed on computer.





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2. Download Application Form via: <http://bit.ly/DepEd-PNPKI>
 - a. Individually accomplish said form by clicking on text boxes. Please note that some items with either an asterisk (*) or "red-colored" boxes are required to be filled-out by the applicant/s.
 - b. After accomplishing the form, save it in this format:
LastName_FirstName_EmployeeNumber_[your affiliation]

Example: Bernas_Niña_EmployeeNumber_SDO

NOTE: PNPKI will not accept handwritten application forms.

3. Submission of Requirements - The submission of requirements will be within the DepEd LMS.
4. Notification from the Central Office, Regional or Division PNPKI Team, thru an advisory or memoranda, will be issued for updates and next steps.



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